

August 10, 2015
St. James Municipal Center
City Council Meeting

AGENDA ITEM: Call to Order

Mayor White called the meeting to order. The following councilmembers were present: Councilman Sachs, Councilman Anselm, Councilwoman Weatherly, Councilman Huster, Councilman Smith, Councilman Edwards and Councilman Watkins. City Administrator Harold Selby and City Clerk Sarah Wheeler were also in attendance.

AGENDA ITEM: Public Hearing – Tax Levy

Clerk Wheeler explained to the Council that the taxes will stay at the same current rate, which is \$0.7558 (\$0.30 Library, \$0.3943 General, and \$0.0615 Park). There were no comments from the citizens or council on the issue.

AGENDA ITEM: Pledge

Mayor White led the council in the Pledge of Allegiance.

AGENDA ITEM: Proclamation

Mayor White asked Dennis Wilson to read a Proclamation proclaiming September 5, 2015 as the Commemoration of the 50th Anniversary of the Vietnam War throughout the City of St. James and paying special tribute to the fallen soldiers from St. James, Spc. Donald Frey, U.S. Army; Lt. Curtis Thurman, U.S. Navy; Warrant Officer Richard Wilson, U.S. Army.

AGENDA ITEM: Citizens Comments

Lynn Wilson with the Friends of the Library Committee came to let the council and citizens know that September 26, 2015 the group would hold a dinner fundraiser for Lucy's Playhouse. The cost would be \$5 per adult and free for kids. Lynn invited everyone to attend.

AGENDA ITEM: Minutes

Vote or To Do: Minutes – July 13 & 27, 2015

Councilman Sachs made a motion to approve the minutes from the July 13th and July 27, 2015 meetings with a correction on the July 27th meeting to take Councilman Sachs out of the minutes as he was absent from the meeting. Councilwoman Weatherly seconded the motion. All council members voted "aye".

AGENDA ITEM: Bills

Vote or To Do: New Vote Item

Councilman Edwards made a motion to approve the bills to be paid. Councilman Watkins seconded the motion. All councilmembers voted "aye".

AGENDA ITEM: Resolution No. 15-241

Discussion: Chamber Lease (Tourist Information Center)

John Rapp, Chamber President spoke to the council about the good relationship between the City and the Chamber. He stated that currently they had 3 part-time paid staff members at the Tourist Center and most of their money was coming from dues and the bed tax. He mentioned several events the Chamber had coming up including; the Grape and Fall Festival, Chicks and Chocolate and Old Iron Works. Finally he stated that the Chamber will begin giving quarterly reports on what is going on with the Chamber at upcoming council meetings.

Clerk Wheeler read Resolution No. 15-241. Councilman Sachs asked if the Council could have time to review the initial lease agreements before voting to renew anything at this time. The rest of the Council agreed. Councilman Sachs made a motion to table Resolution No. 15-241 until the next council meeting. Councilman Huster seconded the motion. All councilmembers voted “aye”.

AGENDA ITEM: Resolution No. 15-242

Discussion: Golden Age Center Lease

Councilman Edwards made a motion to table Resolution No. 15-242 until the next Council Meeting. Councilman Huster seconded the motion. All councilmembers voted “aye”.

AGENDA ITEM: Bill No. 15-1066

Discussion: Bill No. 15-1066 Fixing the Tax Levy Rate

Clerk Wheeler read Bill No. 15-1066 for the first reading. Clerk Wheeler again explained that the tax rates would stay the same for this year. With no questions or comments, Clerk Wheeler read Bill No. 15-1066 for the second and final reading.

Vote or To Do: Bill No. 15-1066

Councilman Watkins made a motion to approve Bill No. 15-1066. Councilman Sachs seconded the motion. Upon roll call, all councilmembers voted “aye”.

AGENDA ITEM: Time Clocks – New Employee Screenings

Discussion: Time Clocks – New Employee Screenings

City Administrator Selby asked the Council to review and approve the employee handbook updates given to them in their packets that would allow for the use of time clocks for all employees and would allow for more screenings for pre-employment of new employees. Councilman Anselm made a motion to approve the employee handbook updates. Councilman Huster seconded the motion. All Councilmembers voted “aye”.

AGENDA ITEM: Business License Late Fees

Discussion: Business License Late Fees

Clerk Wheeler explained to the Council the issues she was having getting businesses to pay for their licenses and that some were more than a year past due and still in business. Clerk Wheeler suggested a possible late fee and then shutting down the business if they have not paid after so many months.

There was lots of discussion from the council on the issue. Councilman Smith suggested we make a policy or guidelines to follow before just shutting down the businesses. Councilman Huster and Edwards both agreed that the business should be shut down immediately if they have not paid for their license. After discussing and coming up with ideas, it was decided to follow the rules for utility payments. Send the notice that the license is due, after 15 days late a \$15.00 late fee will be charged and after 30 days the police will be asked to go and shut the business down.

Clerk Wheeler will write an ordinance for the issue with the above requirements to be voted on at the next Council meeting.

AGENDA ITEM: Robert Tessaro – Nuisance Draft

Discussion: Robert Tessaro – Nuisance Draft

Robert explained that after the last meeting he had spoken with Administrator Selby about redoing the entire Code Book a section at a time. They would still like to continue working on the Nuisance and Traffic Codes first since it is the biggest issue. Robert and Administrator Selby presented the Council with an updated Nuisance Ordinance Draft that was taken from the City of Pacific to review and look at.

AGENDA ITEM: City Administrator Comments

Discussion: City Administrator Comments

Administrator Selby presented the Police Department with an award he had received at the MIRMA Conference for the Police completing 100% of all their required training. Councilman Smith also complimented the Police Department and how well of a job they were doing.

Selby mentioned that at the MIRMA Conference he had also learned that MIRMA would now be offering employee health insurance and that he would get a quote from them that would hopefully save the city money.

Selby stated that he would try and give a monthly update on the utilities and for this month the cost was staying where it needs to be so that the city does not need to raise rates anymore for now.

Finally, he mentioned that 5K & 10K races that would be held this upcoming weekend and invited everyone to attend.

AGENDA ITEM: Mayor Comments

Discussion: Mayor Comments

Mayor White mentioned several items:

- November 9th at 6:00 pm would be the next Utility/Council workshop.
- Annual Appreciation Dinner
- Grape & Fall Festival coming up in September
- Several spots open on city committees and asked the council to be thinking of names of people that may want to be appointed.
- August 24th, Davis Haas would be auctioning off the property at 100 W. Washington.
- Utilities now has an option to receive your monthly bills through email.
- Lions Club President had come and asked to put up a Nativity Scene around Christmas time.

AGENDA ITEM: Adjourn

Vote or To Do: New Vote Item

With no further business to discuss, Councilman Watkins made a motion to adjourn. Councilman Huster seconded the motion. All Councilmembers voted “aye”.

Jim W. White, Mayor

ATTEST:

Sarah Wheeler, City Clerk

Date